



WESTLANDS WATER DISTRICT IS SEEKING A Supervisor of Operations

Annual Compensation
\$61,008-\$150,000
Depending On Qualifications

Final Filing Date: May 31, 2015



**Westlands Water District is an
Equal Opportunity / ADA Employer**

The Organization

Westlands Water District was established in 1952. It is the mission of the District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

Today the District serves approximately 700 family-owned farms. The District leads the nation in irrigable acreage with approximately 568,500 acres of some of the most productive soils on Earth. More than 50,000 people live and work in the communities dependent on the District's agricultural economy.

A nine-member Board of Directors governs the District. The nine members are elected by the landowners in the District to staggered 4-year terms. The Board holds its meetings every third Tuesday of the month.

The District has 111 employees and a FY 2015-16 budget of approximately \$193 million.



The Position

The Supervisor of Operations reports to the Director of Operations & Maintenance and accordingly is employed as an unclassified at-will employee. The Supervisor of Operations position is a senior management level, single-position classification with direct management responsibility over the Operations Division.

This classification is responsible for planning, organizing, directing, controlling, and supervising work of staff related to the distribution of water,

monitoring of drain flows, and maintenance of water meters. The essential responsibilities and duties include the following:

- Planning, organizing, assigning, directing, reviewing, and supervising the work of assigned staff engaged in the operation of the water distribution and drainage systems, accuracy testing and maintenance of the District's water meters, the production testing of pumps, and the District's annual M&I backflow testing program.
- Selects, trains, and evaluates the performance of assigned staff.
- Prepares the Department's annual budget; reviews expenditures to ensure they remain prescribed limits; and justifies budget variances.
- Communicates regularly with department staff and is responsible for ensuring compliance with District policies, rules, regulations, and guidelines.
- Participates in formulating long-range planning goals.
- Responds to emergency situations and coordinates the systematic shutdown of the system or portions of the system with other departments or agencies.
- Plans and coordinates with staff the scheduling of preventive maintenance and replacement of all District water meters.
- Coordinates meter service and calibration; meter and meter parts inventory for the Department.
- Reviews all Department work orders and takes appropriate action.
- Coordinates the District annual M&I backflow testing program by an outside service.
- Oversees the reviews and entering of meter service reports electronically in the District's meter log and coordinates field operations data and/or information with other departments.
- Represents the District at various general technical meetings.
- Performs other duties as required.

The Candidate

Any combination of equivalent education and

experience that has led to the acquisition of the knowledge required by the position. A typical way to obtain the knowledge and experience would be:

- Completion of the twelfth grade; ***and*** three (3) years of experience as a Senior Operator with the District; ***or***
- Two (2) years of college (equivalent to 60 semester units) including course work in civil engineering, hydraulics, water measurement, meter calibration, and irrigation practices, or a related field, ***and***
- Five (5) years of experience performing a variety of duties related to the operation of a water distribution and drainage system, two (2) years which must have included lead or supervisory responsibilities.
- Possession of a valid California driver's license and maintain a satisfactory driving record.

Knowledge of

- Principles, practices, methods, and equipment used in the operation of canals, pipelines, and related structures.
- Water control and delivery problems related to water facility operations.
- Operation and maintenance of various types of water meters.
- Emergency shutdown procedures.
- Elementary algebra, geometry, and basic hydraulics.
- Principles and practices of management, supervision, and budgeting.
- Applicable safety and accident prevention procedures of the California Occupational Safety and Health Act and General Industrial Safety Orders.
- Administrative principles and techniques, including purchasing, planning, scheduling and budget control functions.
- Computerized water distribution system maintenance.
- Theory and concepts of preventive maintenance.
- The use of a PC.

Compensation and Benefits

The salary for this position will depend on the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- Retirement: Participation in California Public Employee's Retirement System with 2% at 62. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members. The District participates in a Health Reimbursement Arrangement Plan and contributes a maximum of \$388.00 towards the premium for the employee and the employee's eligible family members (if applicable).
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee, and the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave is accrued at the rate of 10 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.

Optional District Benefits include:

- Additional Life Insurance
- Section 125, Flexible Spending Plan
- Two sponsored credit unions: Golden One or Valley First Credit Union

The District does not participate in Social Security or State Disability Insurance.

Application and Selection Process

To be considered for this position, please submit a Westlands Water District Employment Application, Comprehensive Professional Resume and responses to Supplemental Application Questions. Send materials by May 31, 2015 to:

Westlands Water District
Attention: Diana Martinez
P.O. Box 6056, 3130 N. Fresno Street
Fresno, CA 93703

Visit the District's Website at wwd.ca.gov

Office Hours: Mon-Fri 8 a.m. to 5 p.m.

**For questions and inquiries, please contact:
Danielle Castaneda (559) 241-6236**

Emailed and faxed application materials will not be accepted

Following the filing date, application materials will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in the interview process.

Conditional Offer of Employment An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

Should you feel you need special accommodations for the interview due to a qualifying disability, contact the Human Resources Department at (559) 241-6236 immediately.

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